



Acceptable Use

Woodfall Primary School Staff

The school has the **responsibility** of providing you with safe, reliable and useful ICT resources (network, Internet Access, Learning Platform etc) that will help you make the most of opportunities for administration, teaching and learning. You have a **right** to these resources. With this right however, come the following **responsibilities**

I will read and follow the guidelines in this AUP and in all AUP policies.

I will take responsibility for my own use of all ICT making sure that I use technology **safely, responsibly and legally**. This means ...

- I will take personal responsibility for my awareness of the opportunities and risks posed by new technologies. I will make pupils in my care aware of e-safety measures.
- I will always use my school email for professional purposes. I will only use email systems, chat rooms and other messaging methods that are approved by the school. I will never use ICT for bullying or harassing others or in a way that will bring the school into disrepute.
- I will only **download** or install any software or files on school's ICT equipment as agreed with the school's technical/ICT staff. I will be careful opening e-mails and attachments from unknown people.
- I will use a password protected USB to **transfer files** between home and school. If I have to use a flash drive (USB memory stick) in school I will run an anti-virus check on it every time.
- I will not intentionally gain access to **unsuitable or illegal sites** eg pornography, child abuse, racism, incitement to violence. I will report as soon as possible accidental access to such sites. I understand that my report will be confidential and would protect other members of the school community.
- I will only access computer systems using **my own login and password**, which I will keep secret. I realise that if I access files that are not my own without permission (hacking) I will be breaking the **Computer Misuse Act 1990**.
- I will ensure that my work does not break **The Copyright, Design and Patents law**. I will always acknowledge the source of information (words, images etc) I use. I will not copy other people's work and pass it off as my own (plagiarism).
- I will use school ICT equipment with care and report any **damage** which occurs as soon as possible.
- I will use **network resources responsibly** e.g.
 - I will only print when necessary
 - I will regularly review my files and delete them when no longer needed
 - I will only store school-related files and images on the school network

I understand that the School may check my computer files, may **monitor** the Internet sites that I visit and my emails. If I do not follow these guidelines the AUP will be enforced.

Signature

Date

Woodfall Primary School

K.Muir 2012